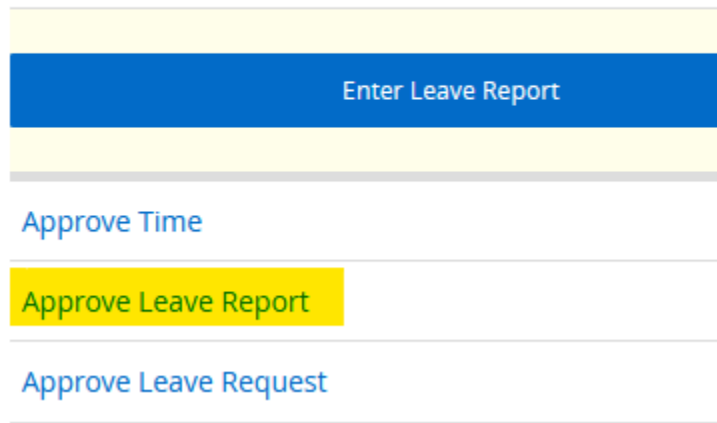


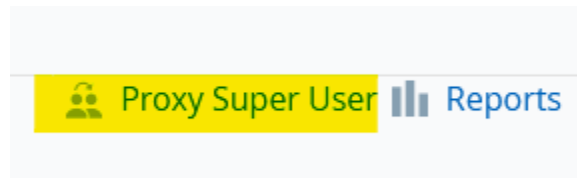
1. CLICK ON Approve Leave Report

 My Activities



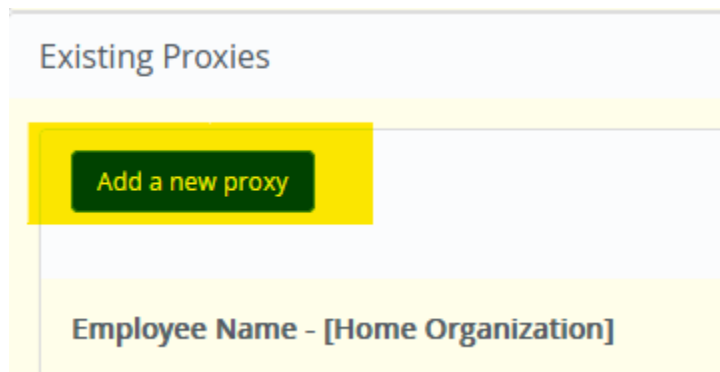
A screenshot of the 'My Activities' menu. At the top is a blue button labeled 'Enter Leave Report'. Below it are three menu items: 'Approve Time', 'Approve Leave Report' (highlighted in yellow), and 'Approve Leave Request'.

2. CLICK ON Proxy Super User



A screenshot of a menu item 'Proxy Super User' with a bar chart icon and the word 'Reports' next to it. The 'Proxy Super User' text is highlighted in yellow.

3. CLICK ON Add a new proxy



A screenshot of the 'Existing Proxies' section. It features a yellow button labeled 'Add a new proxy' and a text field labeled 'Employee Name - [Home Organization]'.